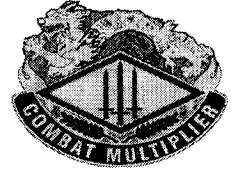




DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH FINANCE GROUP
BLDG 16007, OLD IRON SIDES AVE
FORT HOOD, TEXAS 76544-5056



REPLY TO
THE ATTENTION OF

AFVX-CFG-CDR

4 August 2005

MEMORANDUM FOR All Soldiers, 13th Finance Group

SUBJECT: Standing Operating Procedures (SOP) - Processing of Pre-Separation Audits

1. References.

a. Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, dated February 1999.

b. Army Regulation 37-104-4, Military Pay and Allowances Policy and Procedures – Active Component, dated 8 June 2005.

c. Finance and Accounting Office Military Pay Procedures Manual.

2. Purpose. To outline the procedures for conducting Pre-Separation Audits.

3. Scope. This SOP designates responsibilities and prescribes policies and procedures for all military and civilian personnel assigned to or employed by the 13th Finance Group. These procedures pertain to stations using the Defense Joint Military Pay System-Active Component / Joint Service Software (DJMS-AC/JSS) and Defense Military Pay Office (DMPO).

4. General.

a. Pre-Separation Audits are the responsibility of each battalion/detachment. Battalions will use the Expired Term of Service (ETS) Listing as the basis for the pre-separation audit. The ETS Listing is a hard copy list of Soldiers due to separate within 90 days according to their ETS/Date of Separation (DOS) date.

b. Personnel conducting the audit will be well versed in the regulations and procedures governing separations.

c. Battalions will conduct a monthly pre-separation audit to be completed no later than the 10th of each month.

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5. Procedures.

- a. Print the ETS listing in one of the two ways listed below.

(1) DJMS Users (NOTE: Only USER IDs with upload/download capabilities can access this offline report. In addition, the computer you are working on must be connected to a dedicated printer with an IP address from DFAS).

Step 1: Sign on to DJMS.

Step 2: Once you sign on, type in CICS transaction ID “**JBTO**” and hit enter.

Step 3: The next screen that appears will look like the one below. Select “ETS EXTRACT” by placing **S** next to it and hitting enter this will automatically print the listing.

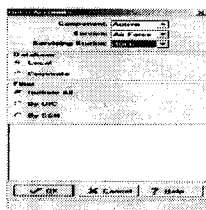
OUTPUT PRODUCTS AVAILABLE					JBTO	
ADSN: XXXXXX						
DESCRIPTION	USERID	MMDD – HHMM	TYPE	STATUS	SORT SEQ	ERROR COMMENT
PAYROLL INFO FILE	DFAS	0904 / 1248	INPUT	COMPLETED	SSAN	
IATS DOWNLOAD	DFAS	0904 / 1234	INPUT	COMPLETED	SSAN	
LEAVE BAL LISTING	DFAS	0822 / 0735	INPUT	COMPLETED	ORG / NAME	
ETS EXTRACT	DFAS	0822 / 0704	INPUT	COMPLETED	PCDN / SSAN	
BAQ WITH NO VHA	DFAS	0821 / 2305	INPUT	COMPLETED	PCDN / SSAN	
D – DELETE	S – SELECT	PF3 – EXIT	PF7 – SCROLL BACKWARD	PF8 – SCROLL FORWARD		

(2) DMO Users.

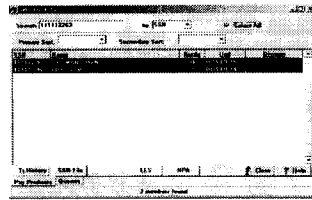
Step 1. Sign on to DMO.

Step 2. After logging into DMO, the first display is the Main Menu.

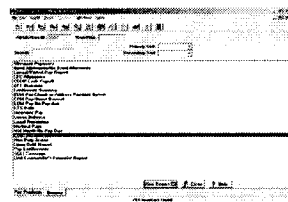
Step 3. Select **File**. A drop down menu will appear. Select **Open Accounts** then hit enter. The following screen will appear.



Step 4. Enter your station number and select OK. The following screen will appear.



Step 5. Select **Queries** then **ETS Date**. The following screen will appear.



Step 6. Enter the date _____ to _____ (Current + 90 days) hit enter.

Step 7. Print the ETS listing by selecting the PRINT icon.

Step 8. Review/Audit the Soldier's account.

1. Pull the following screens on the MMPA:

- D – Deductions
- E – Entitlement
- M – Member Identification
- S – Status
- T – Tour/service/enlistment
- 86 – Quasi Advance

2. Analyze the MMPA screens

D SCREEN: Verify if all ART 15 and Court Martial sentences have been posted correctly. (Has ART 15 been vacated?) Review special category files, debt management cases in the Case Management System (CMS); accelerate debts (i.e., DS, DQ, DV) as necessary to ensure the debt is collected prior to DOS.

E SCREEN: Verify if Soldier is receiving the correct pay and entitlements for location. Ensure all deployment entitlements have been stopped. Ensure all requests for back pay and allowances or pay corrections have been resolved, if not, take corrective action, immediately.

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M SCREEN: Verify Date of Rank and Pay Grade; (ensure all reductions and promotions have been posted).

S SCREEN: Verify if all lost time has been posted correctly, (i.e. AWOL, DFR and Confinement.) Verify leave balance to verify if excess leave should be collected and all leave has been posted correctly.

T SCREEN: Verify that ETS/DOS date is correct and ensure that Soldier has not reenlisted or extended. Verify if all lost time has been made good (ensure DA 1506 was received).

86 SCREEN: Verify Quasi Advance and accelerate debts as necessary to ensure pay-off before separation.


3. Work with the unit PAC, Personnel, or Retention to obtain supporting documents for identified actions. Ensure all entitlement related debts are accelerated if the system has not started it within ninety (90) days. Make input for those Soldiers who have reenlisted or extended and about to separated or retire.

4. Annotate on the listing with the date the pre-transition review was completed. Do not annotate until all actions have been completed. A follow-up will be conducted to ensure all transactions fully processed, and if indebtedness exists ensure all actions are taken to make collection (one month) prior to DOS.

b. Routing. A copy must be forwarded via email to DMPO Chief with a courtesy copy (CC) sent to Chief, Separations and Chief, FINOPS along with the original being filed. Annotate new listing with necessary information from previous listing to determine those accounts newly identified for ETS/Separation. Maintain original ETS listing for 90 days (current plus 2 months).

6. Point of Contact for this SOP is Chief, FINOPS at 287-6773/287-6645.

“PHANTOM PAYMASTERS!!”



STEPHEN J. RIVIERE
COL, FC
Commanding